

Agreement to Terms and Conditions for Participation in SJU's Online Accelerated Teacher Certification Program

I understand and agree to be bound by the following terms and conditions regarding my participation in the Online Accelerated Teacher Certification Program

Curriculum:

- Students who begin the program in May of 2011 or later must complete the required curriculum of 27 credits to earn a PA Teacher Certification.
- Students who began the program prior to May of 2011 must complete the required curriculum of 24 credits to earn a PA Teacher Certification before January of 2013. Failure to complete the program by January of 2013, could result in additional coursework for certification.
- A maximum of 6 credits can be taken each semester.
- Semesters are 16 weeks long and will require an average of 10-12 hours of "seat time" in each course.

Field Experience Hours:

- The PA Department of Education requires all teacher candidates to complete a total of 190 hours of Field Experience in certification programs. The education department at SJU has designated required Field Experience hours to each course in the required curriculum to meet the state standards.
- It is the student's responsibility to ensure placement within a secondary classroom (grades 7-12) to complete the required Field Experience hours.
- Students are encouraged to complete Field Experience hours in a variety of classrooms.
- Field Experience hours can NOT be combined.
 - For example, if a student is taking 2 courses in 1 semester and each course requires 15 hours of Field Experience, the student MUST complete a total of 30 hours.
- Field Experience hours must be completed in the same semester that the student is taking the corresponding course.
- A Field Experience Form must be signed by the cooperating teacher(s) and submitted to the instructor at the beginning of each semester.
- A completed Field Experience log must be submitted to the instructor by the end of each semester.

Testing Requirements:

- The PA Department of Education requires all teacher candidates to complete their Praxis 1 series of tests and their Praxis 2 content knowledge exam to earn PA Certification.
- Copies of scores from the Praxis 1 series of tests must be submitted to SJU at the time students apply for student teaching.

Clearance Requirements:

- The PA Department of Education requires SJU to have a copy of current clearances for all students completing Field Experience hours and Student Teaching.
- Students completing Field Experience hours and Student Teaching in PA must obtain ALL of the clearances listed below and submit copies to SJU one month prior to the start of the semester.
 - Pennsylvania State Police Request for Criminal Records Check (Act 34).
 - Department of Public Welfare Child Abuse History Clearance (Act 151).
 - Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education
 - Proof of a Tuberculosis Skin Test written on a prescription pad from a medical doctor

Clearance Requirements (Continued):

- Students completing Field Experience hours and Student Teaching outside of PA must obtain the clearances listed below as well as any additional required clearances from their state and submit copies to SJU.
 - Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education.
 - Proof of a Tuberculosis Skin Test written on a prescription pad from a medical doctor.
- All clearances must be renewed on an annual basis and it is the student's responsibility to submit copies of their updated clearances to SJU.
- Students who do not submit valid clearances to SJU will **not** be permitted to take courses with required Field Experience hours and will **not** be permitted to complete student teaching.

Student Teaching:

- The last course in this program is a 6 credit online course that accompanies the student teaching experience.
- ALL students must complete an application for student teaching and submit it by one of the deadlines listed below.
Late applications will NOT be accepted
 - May 15 – Application deadline for students who wish to student teach in the following Spring semester
 - January 15 - Application deadline for students who wish to student teach in the following Fall semester
- The following requirements must be met at the time a student **applies** for student teaching
 - A copy of all required clearances must be on file at SJU:
 - ALL outstanding prerequisite courses must be completed and an official transcript reflecting a B or better in all prerequisite courses must be on file at SJU
 - Praxis 1 exam results reflecting a passing score must be on file at SJU
- If students choose to defer student teaching after an application has been submitted, they must reapply by the appropriate deadline.
- If a student's information changes after applying for student teaching, the student must contact SJU as soon as possible.
- Students living in Bucks, Chester, Delaware, or Montgomery Counties in PA are considered local students and will have assistance from SJU in securing a location for their student teaching experience.
- Students who are outside of the local SJU area are required to find their own placement for student teaching.
- Student teaching can be done at a private or public school that serves students in grades 7-12.
- Students must contact SJU for any formal letters, requests, or forms that a school district requires for a student to student teach.
- Students must identify a cooperating teacher who meets the requirements below to oversee their student teaching experience one semester prior to student teaching:
 - Certified in the area of certification being sought by the student teacher
 - Have at least three years of certificated teaching experience;
 - Served in the school for at least 1 year in their current assignment
 - Model best teaching practices
- Cooperating teachers are compensated by SJU.
- All courses in the required curriculum must be completed prior to student teaching.
- Student teaching cannot be completed over the summer semester.
- If a student completes all of their field experience hours in the same classroom, they may NOT complete their student teaching in that same classroom.
- Student teaching must take place in grades 7-12 and must be done within the student's content area.
- Students must have an overall GPA of 3.0 when applying for student teaching AND prior to starting student teaching.
- Once a student teaching application is approved, SJU will assign a student teaching supervisor who will conduct observations of your student teaching.



International Students:

- If you live outside of the United States, your observations and student teaching must take place in a International School.
- Students cannot conduct their student teaching in a Department of Defense (DOD) school.

PA Certification:

- Students who successfully complete this program will be eligible for PA Teaching Certification and must complete the appropriate paper work to gain certification.
- Students seeking certification outside of PA must check with their state regarding issues of reciprocity in regards to a PA teaching certification.
- It is the students responsibility to familiarize him or herself with the regulations of the state in which they wish to obtain certification and to ensure that they have met the necessary documentation and have fulfilled the requirements to obtain that certification.
- SJU accepts no responsibility for changes in state regulations which may require a student to alter his/her program of study or render them ineligible for secondary education teaching certification.

Student Name: _____ **ID #:** _____

Student Signature: _____ **Date:** _____